

STATINTL - INTERNAL USE ONLY

26 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
26 April 1974

STATINTL 1. Personnel Officers' Conference: The conference profitably occupied the time of many of the members of the Office of Personnel as well as their personnel officer associates in other components of the Agency. We believe it was a meaningful conference and are appreciative of the time devoted to the conference by the Director, Mr. Duckett, Mr. Brownman, Mr. Tom Holmes, [REDACTED] and others.

STATINTL 2. Specialized Recruitment: [REDACTED]
STATINTL [REDACTED] met with [REDACTED] OWI, to visit the MacDonald-Douglas
STATINTL plant at Santa Monica. They arranged a system to receive referrals when the plant begins to phase out its operations later this year.

STATINTL 3. Watergate File Review: During the week we made considerable progress in screening files and records apropos to searching for Watergate-related material.

STATINTL 4. Position Management: The survey team of [REDACTED]
STATINTL [REDACTED] returned from the position classification survey of Latin America field stations.

STATINTL 5. External Employment Opportunity: The Director of the local office of the New England Life Insurance Company visited our Retirement Affairs Division on 23 April to describe job opportunities at New England Life. In his initial call to the Retirement Affairs Division, he described insurance as an intelligence operation--identifying, targeting on, approaching and persuading a prospective client. He feels that CIA should have resignees or retirees who would be attracted to a career in selling insurance.

STATINTL [REDACTED]

ADMINISTRATIVE — INTERNAL USE ONLY

STATINTL

7. Co-op: [REDACTED] our Coordinator for Cooperative Programs, attended the Tenth Annual International Convention on Cooperative Education in Lincoln, Nebraska this week.

STATINTL

9. Briefing: Representatives from the Central Processing Branch visited two facilities [REDACTED] A number of newly cleared personnel were briefed and discussions were held with employees who will be handling the storage of household effects for the Agency. 25X1A

10. Alumni Homecoming: As of now, we have received 757 responses, of which 388 indicated they will attend the homecoming day.

11. Talent Show: The Employee Activities Association Coordinator met with seven individuals who have expressed interest in participating in an Agency talent show for 1974. Approval will be requested to hold the talent show in the Agency auditorium on 12 June 1974 following a format similar to the 1972 talent show.

Coming Events

1. The Agency Savings Bonds Rally will be held in the auditorium at 2 p.m. on 29 April. All vice-chairpersons and keypersons have been asked to attend. This year's guest speaker will be Mr. Jack B. Dunn, Director of Sales and Federal Activities, U.S. Savings Bonds Division.

2. Recruiters' Conference: The schedule for the Recruiters' Conference (29 April-3 May) is now complete. In addition to the meetings with Mr. Colby and other senior officials, recruiters will have an opportunity to visit the Office of Technical Services installations and see a condensed version of the training course "CIA Today and Tomorrow."

3. "Mini" Retirement Seminar [REDACTED] We will conduct a retirement seminar [REDACTED] on 12 and 13 June.

F. W. M. Janney
Director of Personnel

ADMINISTRATIVE — INTERNAL USE ONLY

ILLEGIB

Approved For Release 2000/08/04 : CIA-RDP78-05941A000200010010-0

Approved For Release 2000/08/04 : CIA-RDP78-05941A000200010010-0